

**Tasking Memorandum No. 00-241**

**Memorandum For** Cdrs DCMDs and CMOs, DCMA-AO, DCMA-DS, DCMA-FB, DCMA-GC, DCMA-HR, DCMA-IT, DCMA-OC, DCMA-PI, DCMA-SB, DCMA-SP, and DCMA-XX

**Subject:** Policy and Procedural Guidance for Submission of the Fiscal Year 2000 Annual Statement of Assurance (TASKING)

**Date:** 6/19/00

**Suspense Dates:** August 4 – CMOs  
September 8 – DCMDs  
September 29 – DCMA-AO, DCMA-DS, DCMA-FB, DCMA-GC, DCMA-HR, DCMA-IT, DCMA-OC, DCMA-PI, DCMA-SB, DCMA-SP, and DCMA-XX

**Target Audience:** Executive Council members, CMO Commanders, and Management Control Program Managers/POCs

**Requirement(s):**

- You must submit your Statement by the above suspense dates in order for the DCMA Director to meet Department of Defense (DoD) reporting deadlines.
  - Statements from CMO Commanders will be addressed to the District Commander, and sent with the electronic file to the District Management Control Program Manager.
  - Statements from DCMA Executive Council members will be addressed to the Director, DCMA and sent with an Executive Summary and electronic files to the DCMA Management Control Program Manager.
- One Book policy (12.1, Internal Risk Management, paragraph 4.F(6)b.) directs that the subject Statement will be provided and defines the criteria upon which the Statement will be based: your self-assessment planning and execution for this Fiscal Year (FY).
- CMO Commanders must address the status of your own Internal Operations Assessment Improvement Plan in TAB A of your Statement. District Commanders will do the same in both TAB A and in your Executive Summary, as applicable.
- Note that DCMA terminology will be incorporated throughout the Statements, and that the following changes have been made in the format for describing your material **weakness(es)** in TABs B-2 and B-3 of your Statement:
  - Paragraph numbering has been eliminated.
  - Paragraph indentations as provided are to be used.
  - The former Paragraph D, Correction Validation Milestone is eliminated. That information will be addressed in the paragraph, Validation Process.
- District and CMO input will provide a major source of information as the Executive Team evaluates possible material weaknesses for the DCMA Director's Statement; and, finalizes Performance Plan goals and objectives for Fiscal Years 2001/2002, and/or develop policy and deploy processes.

**References:**

- This effort should be charged to Performance Labor Accounting System (PLAS) Process Code 011 and Program Code HQ002. The applicable DCMA Service Set is DLAD 5000.4, Contract Management, 12. 1, Internal Risk Management.  
<http://www.dcmc.hq.dla.mil/onebook/12.0/12.1/IRM.htm>

- DoD Instruction 5010.40, Management Control (MC) Procedures, dated August 28, 1996, Enclosure 3, provides guidance in applying the definition of material weakness.  
<http://www.dtic.mil/comptroller/fmfia.html>

**Attachments:**

- Attachment 1 (for all) provides the sample format for the Annual Statement of Assurance. One Book policy (12.1 .1, page 9) provides definitions for the Statement.
- Attachment 2 (for Headquarters and Districts) provides the format for the Executive Summary that must accompany your Statements.
- Attachment 3 (information for all) In addition to any material **weakness(es)** you may disclose, you are asked to identify, in an attachment to your Statement, Areas of Concern where trends may materially impact the quality of the accomplishment or management of your mission and resources in the future, yet do not meet the DoD definition of a material weakness.
- Attachment 4 (information for HQ and Districts) provides Statement reporting responsibilities for DCMA Centers.
- Attachment 5 (for all) download the template file for use in preparing your Statement.

**Point of Contact for Further Information:**

The Strategic Planning, Programming and Analysis Division (DCMA-FBP),  
Mr. Charles Crippen, (703) 767-1 320 or DSN 427-1 320, [ccrippen@dcmachq.dla.mil](mailto:ccrippen@dcmachq.dla.mil)  
Mr. Jim Russell (703) 767-2459 or DSN 427-2459, [jrussell@dcmachq.dla.mil](mailto:jrussell@dcmachq.dla.mil)

**District East**

Robert Lynch  
DCMDE-MR  
495 Summer Street  
Boston, MA 02210-2184

(617)753-3837, DSN 955  
[rlynch@dcmdc.dla.mil](mailto:rlynch@dcmdc.dla.mil)

**District West**

Cheryl A. Lewis  
DCMDW-MR  
18901 South Wilmington Ave.  
Bldg DH2  
Carson, CA 90746  
(310)900-6466, DSN 929  
[calewis@whq.dcmdw.dla.mil](mailto:calewis@whq.dcmdw.dla.mil)

**District International**

Linda C. Haymaker  
DCMDI-M  
8725 John J. Kingman Road  
Suite 1732  
Ft. Belvoir, VA 2260-6221  
(703)767-2795, DSN 427  
[lhaymaker@dcmachq.dla.mil](mailto:lhaymaker@dcmachq.dla.mil)

**Signature:**



CARLA LIBERATORE  
Executive Director  
Financial & Business Operations/Comptroller